

October, 2010

Dear members of the 10% Club,

I hope this e-mail finds you all in good health and enjoying life. It is time to begin the annual re-application process for eligibility onto the 10% Club for 2011. Many of you have done this before, but there are some minor changes. I hope this clarification is helpful to you.

The Department of Safety, License and Inspection now requires the 10% application process be reviewed and approved by City Council by the end of the calendar year for 2011.

Therefore - the application deadline is Monday, November 1st, 2010.

- ▶ Remember - there is only **ONE** opportunity to apply for eligibility onto the list.
- ▶ The 2011 application and affidavit are attached. They are created to be completed on your computer. Follow the steps below.
 1. Open the attached document;
 2. Add your information into the shaded area;
 3. Print out the out completed forms (remember to save your forms to your computer);
 4. Return the forms to me with ALL supporting information.
- ▶ Applications will be submitted to the Youth Fund Board for review followed by recommendations for approval to City Council;
- ▶ Any application which does not have all the required information MAY be considered "incomplete" and denied by the Youth Fund Board (there is NO opportunity to reapply);
- ▶ Eligible groups must be **incorporated, non-profit organizations** formed **SOLELY** for the purpose of serving Saint Paul youth;
- ▶ All regulations of the fund are found in City ordinance section 409.235 of the legislative code.

This information may also be found on the Parks and Recreation web page under "administration".

Don't forget...please **mail** all completed applications to:

Youth Programs Fund
C/O Eric Thompson
2090 Conway St.
Saint Paul, MN 55119

Good luck with your application process. If you have any questions, please feel free to contact me at 651-755-5661 or via e-mail at eric.thompson@ci.stpaul.mn.us